



MRC Job Posting

POSTING DATE: April 25, 2012

JOB TITLE: Employment Training Specialist (McKercher)

JOB ORDER: 001

HOURS: Full-time Variable (30-40 Hours Week)

REPORTS TO: Director, Business and Fund Development

JOB FUNCTIONS:

Develops opportunities in the community to assist and enable individuals with developmental disabilities to obtain and maintain long-term, competitive employment. Works with employers to examine job needs and work environments to determine need for workplace modifications and coaching/support needed to teach job to the individual.

DUTIES:

1. Establishes and maintains effective community employment contacts, working closely with local employers to develop job opportunities for individuals and crews.
2. Identifies the specific needs of employers and how MRC can meet those needs.
3. Assist persons in obtaining appropriate competitive employment, ensuring job match consistent with individual goals. Makes recommendations on enclave placements.
4. Obtains funding for individuals in job development (i.e. MRS, CMH).
5. Assists individuals in obtaining information on how their employment income will impact benefits (i.e. SSI, SSDI) and monitors income and its relationship to benefits.
6. Identifies work opportunities and prepares bids for janitorial work, other crew sites and individual placements.
7. Assists the consumer to be knowledgeable about job duties, benefits, rates of pay, employment policies and practices, and job location prior to acceptance.
8. Maintains an organized system of recording job openings, including the names of employers, persons referred, and actions taken.
9. Completes safety analysis of job sites to assure a safe environment.
10. Provides feedback of information with other personnel regarding community employment opportunities and labor market trends.
11. Coordinates with the Community Employment Unit Manager to arrange appropriate placements, transportation and coaching for new sites.
12. Provides on-going follow-up and support services to the consumer to assist them in adjusting to and maintaining their employment. Assists individuals in accessing other community resources as necessary.
13. Maintain membership and participate in community organizations such as Chamber of Commerce, business organizations, and service organizations.
14. Assist employers to identify and eliminate barriers to employment for the individuals employed.
15. Maintains contact with service team members (case managers, parents, guardians, etc).
16. Trains individuals new to Community Employment crews.
17. Serves as back-up Job Coach when needed.

18. Assure rights are protected in accordance with the Michigan Mental Health Code.
19. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Minimum two years of sales and/or marketing experience.
2. High School Diploma or equivalent plus minimum two years college.
3. Must become certified as an Employment Training Specialist within 6 months of hire
4. Professional, creative and dynamic individual with the ability to communicate with people at all levels.
5. Excellent written and verbal skills at technical and professional levels.
6. Excellent organizational and time management skills and ability to prioritize multiple tasks.
7. Must be detail oriented with the ability to prioritize multiple tasks.
8. Ability to exercise independent and sound judgment
9. Proficient in computer and keyboarding skills.
10. Work well in a team as well as independently
11. Will be required to use personal transportation in work capacity and occasionally transport consumers.
12. Must have ability to obtain chauffer's license.
13. Must be able to accommodate schedule flexibility to meet consumer needs including evenings and weekends.

WORKING CONDITIONS

1. Shared office located in a warehouse environment
2. Travel to off-site employment locations necessary
3. Working hours occasionally involve evening and weekend hours
4. Work may involve being outside in all weather conditions, exposure to dust, dirt, grass, pollen and industrial conditions

PHYSICAL REQUIREMENTS

1. Must be able to stand, walk, reach, bend, and handle objects, tools or controls.
2. Must occasionally lift and/or move up to 30 lbs.
3. Must be able to operate a computer keyboard

PHI Classification Level 8:

Access is limited PHI on a need to know basis, as specifically related to your job.

PAY RANGE: \$12.00 - \$17.40/hour + Full Benefits

To Apply: Send resume or complete application form and return or email to:
HR Manager
MRC Industries, Inc.
2538 S. 26th Street
Kalamazoo, MI 49048
hr@mrcindustries.org
*applications may be printed off MRC's website at www.mrcindustries.org

Reference Job Order #001

DEADLINE: May 9, 2012 at 5:00pm